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Editorial Section

Editorial Supervisor

- 1. Acts as assistant to the Editor-in-Chief and assumes the latter's duties in his absence.
- Carries out editorial duties on any chapter of JANIS as need arises and when assigned by the Editor-in-Chief.
- Edits Chapter I (Brief) of JANIS and prepares it for publication.
 selecting such figures as will be used therein, and preparing specifications for the Graphic Section for their reproduction.

Incumbent - Dr. Peveril Meigs. (7 - 1/2 1/2 1845)

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Editorial Section

Editor for Chapter II (Military Geography)

- Maintains limison with the contributing agency in order to assist them
 in preparing their material in accordance with the adopted editorial
 standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbrevations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Mames.
- 8. Prepares a Table of Contents for his chapter.
- Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Major Herbert Rasche, A.C.

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Editor for Chapter III (Greanography)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section sovering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 5. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Resommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- Answers proofreader's queries on galley and page proofs, and shecks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Insumbent - Lt. Comdr. D. J. Clinton, USNR.

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Editorial Section

Pritor for Chapter IV (3) (Coasts and Landing Beaches)

- Maintains liaison with the contributing agency in order to assist them
 in preparing their material in accordance with the adopted editorial
 standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Otide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbregiations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for allehapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, solers to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- Resumends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreeder's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- lh. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbents - Dr. C.F.S. Sharpe, Mr. R.O. Levens, Sq. Leader R.D. Guest, RAF.

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Editor for Chapter V (Climate and Meteorology)

- 1. Maintains lieison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his ewn, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure planement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Resonmends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Resommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 1h. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - It. (jg) Louis O. Quam, USNR,

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Editor for Chapter VI (2) (Port Facilities)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Cheeks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- h. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for allfigures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 1h. Aids in editorial work on other chapters as assigned by Mitor-in-Chief.

Incumbents - Corporal Wallace Werble, Mr. F. F. Grant.

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Editorial Section

Editor for Chapter VII (Transportation and Communications)

- Maintains liaison with the contributing agency in order to assist them
 in preparing their material in accordance with the adopted editorial
 standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in ascordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents forhis chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Mits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Resommends improvements in or additions to Janks editorial standards. ...
- 13. Answerse proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Dr. Milton Crane.

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Editorial Section

Editor for Chapter VIII (Cities and Towns)

- 1. Maintains limison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Cheeks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity, and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of mproduction, colors to be used, etc.
- 5. Prepages captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 5. Prepares a Table of Contents for his chapter.
- 9. Numbers allpages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide forhis chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Dr. Milton Crane.

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Editor for Chapter IX (2) (Resources and Trade)

- 1. Maintains lisison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the essigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofresders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions forall figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Resommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbents - Captain B.E.Grant, A.C., and Mr. L. Constance.

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Editorial Section

Editor for Chapter X (People and Government)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 9. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Mays all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table ofContents for his chapter.
- 9. Numbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreeder's queries on galley and page proofs, and checks dummy for proper figure placement, text continuity, etc.
- lig. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Mrs. Boryl Wismen.

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Editorial Section

Editor for Charter XI (Health and Sanitation)

- Waintains liaison with the contributing agency in order to assist them
 in preparing their material in accordance with the adopted editorial
 standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- 4. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section severing changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure planement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Foard on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stamps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Resonmends changes in the Cutline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and cheeks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.
- 15. Handles all matters dealing with decisions on geographic names by the Board on Geographic Names.
- 16. Prepares Lists of Effective Pages.

Insumbent - Ensign Betty B. MacMillan, USAR.

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Editor for Chapter XII (Defenses)

- 1. Maintains liaison with the contributing agency in order to assist them in preparing their material in ascordance with the adopted editorial standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by preofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 3. Prepares a Table of Contents for his chapter.
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- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofrender's queries on galley and pageproofs, and checks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Captain Lymn, A.C.

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Editor for Chapter XIII (Nevel Facilities)

- 1. Maintains limison with the contributing agency in order to assist them in preparing their material in accordance with the adopted editorial standards of JANIS.
- 2. Cheeks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other shapters, against tables, maps, and charts submitted with the chapter) for clarity and brevity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
- b. Selects photos and maps from those submitted for all chapters for use in his own, prepares specifications for the Graphic Section covering changes or corrections, size of reproduction, colors to be used, etc.
- 5. Prepares captions for all figures in conformity with adopted standards and makes a complete list of same for the Graphic Section.
- 6. Keys all figures and plans into the text by appropriate references and marks manuscript copy for figure placement.
- 7. Corrects spelling of all placenames in text and figures in accordance with decisions of the Board on Geographic Names.
- 8. Prepares a Table of Contents for his chapter.
- 9. Mumbers all pages of edited text consecutively and stemps each page with JANIS number and security classification.
- 10. Edits the Brief of his chapter for inclusion in Chapter I.
- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and cheeks dummy for proper figure placement, text continuity, &c.
- là. Aids in editorial work on other chapters as assigned by Editor-in-Chief.

Incumbent - Captain Lynn, A.C.

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Job Specification Sheet (Revised 2h smober 19hh) Approved For Release 2001/09/03: CIA-RDP79-01147A000300060003-7

Editor for Chapter XIV (Air Facilities)

- Maintains limison with the contributing agency in order to assist them
 in preparing their material in accordance with the adopted editorial
 standards of JANIS.
- 2. Checks all incoming material for the assigned chapter.
- 3. Edits text of assigned chapter for arrangement (to conform to adopted Outline Guide) for accuracy (against material in other chapters, against tables, maps, and charts submitted with the chapter) for clarity and knewity and for conformity to JANIS standards regarding punctuation, abbreviations, symbols, etc. Makes corrections to and changes in text by proofreaders marks.
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- 7. Corrects spelling of all place names in text and figures in accordance with decisions of the Board on Geographic Names.
- 3. Prepares a Tableof Contents forhis chapter.
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- 11. Recommends changes in the Outline Guide for his chapter which will make for improvement, speed in preparation or avoidance of duplication.
- 12. Recommends improvements in or additions to JANIS editorial standards.
- 13. Answers proofreader's queries on galley and page proofs, and cheeks dummy for proper figure placement, text continuity, etc.
- 14. Aids in editorial work on other chapters as assigned by Editor-in-Chief.
- 15. Maintains a record of all errata and changes in published JANIS and prepares them for publication.

Incumbent - Captain Lymn Lynn, A.C.

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Miterial Assistant

- 1. Assists editors in checking tabulations, figures, spelling of place names, references, etc.
- 2. Assists in whatever editorial work is assigned by the Editor-in-Chief, to insure the making of chapter deadlines.
- 3. Maintains the editorial library of charts, plans and figures and supplies the editor with these as needed.
- 4. Secures for the editors such reference material, from the contributor or other agencies, as they may require.
- 5. Under the supervision of editors, sheeks dummy make-up for proper figure placement, proper text continuity, etc.

Incumbent - Miss E. L. Watkins.

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Editorial Section

Mitorial Secretary

- 1. Assists Editor-in-Chief in whatever duties assigned.
- @ 2. Maintains all editorial files.
 - 3. Prepares from dictation all editorial memoranda.
 - A. logs in all JANES material and maintains complete records thereof. .
 - 5. Maintains a general progress report on all JAMIS work, including officerial, graphic, and reproduction.
 - Maintains a progress report on JANIS work in preparation by the contributing agencies.
 - 7. Assists in the preparation of errata and changes for published JANIS.
- fr 8. Performs all stemographic work and typing for the aditorial section.

Incumbent - Mrs. Ann F. Cooper

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